



Memorandum

Date: December 13, 2018

To: West Linn City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – December 13, 2018

Schedule Items

- The December 17 agenda was revised so that it is now a Special Meeting. This will enable the Council to review its decision on the Stafford intergovernmental agreement following the Tualatin City Council approving a different version of the agreement at its business meeting on December 10.

Information Items

- 2019 Council Goal Setting. Malcom Chapman has decided not to submit a proposal due to other work commitments he's made in January. We are back to the original five. Regarding a selection process, I suggest every member get back to me with their top two picks. Hopefully, this will net us 2 or 3 top choices and perhaps we can arrange Skype or in-person interviews sometime before January 7th if your New Years' holiday schedule allows. The January 7th meeting will be a Special Meeting and my hope is a selection can be made that night. If you have other thoughts about the process, please let me know.
- New CPI Index for COLA. You may recall last year's discussion about the Consumer Price Index established in the City Charter no longer exists. The City Attorney is drafting an ordinance which will identify a new index that will be used to guide all of the City's compensation decisions. This ordinance will be presented to the Council on January 14 along with a resolution to make decisions about cost of living adjustments for Council stipends, as well as management and non-represented employees.
- Staffing Updates. I am pleased to announce the hiring of Alicia Shroyer as our new Community Relations Coordinator. Alicia comes to us with a background in local radio broadcast and marketing. She is a resident of West Linn. Alicia's first day will be January 7, 2019.
- Metro Food Scraps Separation Program. We have received official notice about the Metro Council's adoption of new requirements for separation of food scraps from other garbage and to have those food scraps collected separately. Local governments must adopt legally enforceable policies to implement this decision by July 31, 2019. Staff will work with Metro and other local governments on these requirements in the coming months.
- Letter of Intent/Old City Hall. Following Monday's Council approval of the Letter of Intent regarding the Old City Hall Building, Willamette Falls Heritage Area Coalition President Jon Gustafson signed the letter on December 12. This sets in motion the Due Diligence process which is expected to last

approximately six months. First steps include visits to the building and joint team meetings to iron out the process ahead. We will keep Council apprised of progress on this exciting project.

- South Fork Water Line Repair. The SFWB bypass line and finished line repair project is proceeding as planned. You may recall the 42 inch bypass line was successfully installed on November 15th providing the new transmission route for water from the plant. With that success, the next step has been to assess the condition of the existing line to definitively confirm whether it should be repaired to provide redundancy to the new line. SFWB will proceed with repair of the 30" line as anticipated by General Manager John Collins and the Board, and we now have added confidence based on the assessments conducted over the last few weeks. SFWB reports the project forecast remains within the budget approved by the Board.
- Citizen Testimony Re Missing Photograph. This week you received citizen testimony regarding a photograph showing there was once no parking allowed on Satter Street. One of our staff recalled seeing such a photo, which would have been taken to confirm that a condition of approval was met for SUB 15-01, a 22-lot subdivision off of Weatherhill Road. The condition in question reads:

“TVFR. “No Parking-Fire Lane” signs shall be posted on both sides of the shared driveway at 25 foot intervals. The signs shall be seven feet above grade and be 12 inches wide by 18 inches high and have red letters on white reflective background.”

The photograph has not been retained by the retired employee, but as best can be recalled related to a condition of approval regarding no parking on the shared (and privately-owned) driveway called “De Vries Lane” located off De Vries Way. This condition to be met to this day, and the signs are still standing. No other special conditions were required by the Municipal Code or Community Development Code, or in the Planning Commission’s approval of SUB 15-01, regarding signage or other parking restrictions including on De Vries Way or Satter Street, the two public streets created by the subdivision.

That’s it for this week.

Eileen